

ACCOUNTING POLICY

TOPIC: Section 12--Travel 2.0	EFFECTIVE DATE: 8/12/83
TITLE: Turndown Rates--Business Use of Personal Vehicle	REVISION DATE: 2/24/03
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**BACKGROUND**

Section 20.916 (4) (e) of the Statutes states that when an assigned or pool state-owned automobile is available and tendered, and the employee exercises the option to use his or her personal automobile on state business, the mileage reimbursement shall be the approximate cost per mile of operation, including depreciation, of state-owned automobiles.

Effective 7/1/03 the turndown rate will be \$0.22 per mile.

Information in this release must be immediately distributed to all supervisors so they can relay pertinent instructions to concerned employees. The Bureau of Personnel and Employment Relations will periodically revise the *DHFS Supervisors' Manual* to include this information.

**POLICIES**

When a state-owned automobile is not available, the Uniform Travel Schedule Amounts section of the Compensation Plan establishes the full reimbursement rate, effective July 1, 2003, at \$0.325 per mile for non-represented employees. According to the Office of State Employment Relations (OSER), language in the represented bargaining units contracts allow represented employees the full rate of \$0.325 per mile, effective July 1, 2003, whether or not their contract has been signed and become effective. Any changes in the final signed and effective bargaining contract could result in subsequent adjustments. See **Section 12--Travel 1.0** (Travel and Lodging Provisions) for further travel and lodging provisions.

Effective January 1, 2004 there has been a change in the requirements for obtaining nonavailability slips. Under the revised provisions employees can receive the higher mileage rate (currently \$.325) for round trips of less than 100 miles without having to obtain a nonavailability slip. If the trip is more than 100 miles a nonavailability slip is required if the agency and/or DOA maintains a central fleet in the employee's headquarter city. Nonavailability slips are required from both the agency fleet and DOA fleet if both have fleets in the headquarter city.

When a state-owned automobile is available, the turndown rate is \$0.22 per mile. This is for vehicle expenses incurred July 1, 2003 and thereafter. This provision is not a part of the Collective Bargaining Agreements. Therefore, the turndown rate is effective for both represented and non-represented employees.

**REFERENCES**

Wisconsin Statutes, s. 20.916(4)(e) <http://www.legis.state.wi.us/rsb/stats.html>  
DHFS APP **Section 12-TRAVEL 1.0** (Travel and Lodging Provisions)

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